



Tylers Green First School

Attendance Policy

September 2026

TYLERS GREEN FIRST SCHOOL

ATTENDANCE POLICY

Attendance Vision and Culture

At Tylers Green First School, our school values underpin all of our policies. We believe our children should be: *safe, happy, creative, learning and successful*. The Governors and Staff at the school believe that it is vital that children attend school regularly and on time.

At Tylers Green First School, we believe that every day in school matters. Good attendance supports children's academic achievement, wellbeing, friendships and sense of belonging within our school community. We are committed to creating an environment where every child feels welcomed, valued, safe and supported to attend school regularly.

We promote good attendance and punctuality through regular communications with parents.

At Tylers Green First School we regard regular attendance as over 95%

Attendance percentages		
Less than 95%	95-97%	97-100%
Below average	Broadly Average	Excellent

We recognise that attendance is the responsibility of everyone in our school community, including pupils, parents, staff, governors and external agencies. We will work in partnership with families to understand and remove barriers to attendance wherever possible.

We understand that there can be many reasons why a child finds attendance difficult. Our approach is based on building positive relationships, listening carefully to children and families, identifying barriers at the earliest opportunity and providing appropriate support before difficulties become entrenched.

School starts at 08.40. Children who are late miss the vital teacher input for their first lesson – which is usually phonics. Regular lateness can hamper a child's ability to learn to read.

Roles and Responsibilities

The Governing Board are responsible for approving this policy, and monitoring the whole school attendance.

The Headteacher (Mrs Talbot) is the school's Attendance Champion and will ensure that attendance remains a priority across all aspects of school life. The Headteacher will oversee attendance strategy, monitor attendance data, ensure early intervention takes place and report attendance patterns to governors and the Local Authority

The Deputy Headteacher & SENCO (Ms Gregory) is responsible for co-ordinating support for children and families.

Class teachers are responsible for completing registers, having initial discussions with parents and flagging concerns about attendance to senior leaders.

School office staff are responsible for first day calling.

Parents/Carers are responsible for regularly bringing their children to school on time and letting the school office know if they are absent, with the reasons for the absence.

Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

Recording Attendance

The register must record whether the pupil was:

Present, absent, present at approved educational activity or unable to attend due to exceptional circumstances.

Pupil absences are coded in line with Local Authority and Department for Education guidelines.

Attendance Data

Tylers Green First School shares attendance data with the Local Education Authority and the Department for Education on a daily basis through electronic transfer. This system provides regular local and national comparisons, and supports the Headteacher and Governors in understanding how our school is performing in this area.

Class teachers have access to pupils' attendance data and this can be used to inform discussions with parents at an early stage.

The Headteacher monitors the attendance data regularly to check if there are any patterns in absence, and may use this information to offer support or guidance to parents on an individual level, or to inform parents of any patterns at a whole school level (such as high absence rates on Fridays preceding a half term).

Absence Procedures

Parents are asked to telephone or email the school office on the morning of the first day of absence and provide the school with an expected date of return. If we have not heard from a parent and a child is absent, we will telephone the parent to find out if the child is unwell.

On rare occasions where the school has not been notified of absence and we are unable to contact the parents, school staff may visit the home address to check on the family's welfare.

If we continue to be unable to contact the family we will implement our safeguarding procedures which may include contacting emergency contacts and/or other agencies for a welfare check. We ask all families for two emergency contacts.

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is *authorised* or *unauthorised*.

Absence will be categorised as follows:

Late: Pupils who arrive late must sign in via the office so that staff know the pupil is in the building. After 8.45am, the registers are closed and a child will be recorded as absent in the register.

Illness: In most cases a telephone call or email from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments: Parents are advised where possible to make medical and dental appointments outside the school day. Where this is not possible, pupils should attend school for part of the day. School may ask for proof of appointment.

Unauthorised absence: Absence will not be authorised unless parents have provided a satisfactory explanation that has been accepted as such by the school.

Leave of Absence and Extended Leave

Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday. In line with the 2013 Amendment to the Education (Pupil Registration) (England) Regulations, leave for pupils during term time may only be granted where the circumstances are exceptional. Parents should be aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year.

Parents wishing to take their child out of school during term time must complete an Absence from School For Exceptional Circumstances Request Form (available from the school office) not less than one month before the proposed leave. Documentary evidence of leave and return dates may be required in order to process your request. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

Each request will be considered individually.

Requests for family holidays will not be authorised.

Families where siblings attend Tylers Green Middle School should be aware that the Headteacher will discuss any requests for a leave of absence with the Headteacher of Tylers Green Middle School. This is to ensure that the policies are consistently applied between the two schools.

All requests for leave of absence will receive a written response.

If the permission to take leave is not granted and the pupil is absent, the absence will be unauthorised. ***A penalty notice will be considered for all absences due to unauthorised holidays.***

Religious Observance

We understand that our school serves a multi-faith community. On occasion, religious festivals or celebrations may fall within school term time. We recognise the importance to the overall development of our children that they spend this important time with their families.

Parents should give advance notice if they intend their child to be absent due to religious observance. We believe it is reasonable to limit religious observance to one day for an individual occasion, and no more than three days in total in one academic year. Any further absence for religious observance will be unauthorised.

Children Requiring Additional Attendance Support

Some groups of children may face additional barriers to attendance. The school will pay particular attention to the attendance of:

- Children with special educational needs and disabilities (SEND)
- Children with medical conditions
- Children experiencing mental health difficulties
- Children who have a social worker
- Young carers
- Children experiencing significant changes in family circumstances

Where attendance concerns arise, we will work together with families and external professionals, where appropriate, to ensure that suitable support is put in place as early as possible.

Monitoring

The Headteacher will regularly analyse attendance and absence data to identify patterns, trends and groups of pupils who may require additional support. Monitoring will include individual pupils, classes, year groups and vulnerable groups.

The school will use attendance information to identify emerging concerns at the earliest opportunity and will seek to work with parents before attendance falls to persistent absence levels wherever possible.

We will also monitor lateness, in terms of how often the child is late and how many minutes of education are missed. The Headteacher will inform parents if patterns of lateness become a concern. *Persistent lateness means that children miss the beginning of their phonics lessons and may find it harder to learn to read.*

If we see a pattern of absence or we are concerned about attendance we will invite the parents with a meeting with Ms Gregory to explore what support can be offered to the family.

How to improve attendance

Wherever possible please make doctor or dentist appointments outside of school hours. If your child is experiencing difficulties at school speak to their class teacher or Ms Gregory.

Encourage regular bedtime routines and prepare book bags and uniforms the night before.

Do not keep your child off school unless they are unwell – days out and visits from relatives are not reasons to stay off school.

If you are not sure if your child is well enough for school, it's worth sending them in. Children can perk up when they are with their friends. If we feel your child is unwell, we will call you to take them home.

Support Systems

Poor attendance can be an indication of difficulties at home or school. Parents are strongly encouraged to contact the school to make us aware of any changes in circumstances or difficulties at home such as a divorce or bereavement. We can then identify support for the child.

We recognise that children with medical conditions and special educational needs are more likely to have lower attendance. In partnership with parents, we can offer strategies to support good attendance including time-limited part time timetables, learning support, referrals to support agencies and reward systems.

Persistent and Severe absence

Persistent absence is where a pupil misses 10% of school. This will affect their learning.

When children persistently absent we will meet with them, and parents to explore the reasons for this, and what support we can offer to mitigate any barriers we identify. The initial meeting will be with Ms Gregory and will explore what the issues might be from the perspective of the parent and the child. Ms Gregory will also meet with the child and class teacher to identify any issues.

The school will seek the views of the child as well as their parents or carers. Understanding children's experiences and perspectives helps us identify barriers to attendance and develop effective support strategies.

Support plans will be developed collaboratively with children, parents and relevant staff wherever appropriate.

Our aim is to remove barriers to attendance and ensure every child can access their education successfully

In response to barriers identified we may put in some time-limited support such as:

- adjustments to the uniform policy, or classroom seating arrangements

- Adjustment to the start of day routine which may include a place at Early Birds or starting the day in the Rainbow Room
- Playtime monitoring
- Referrals to other services.

Severe absence is where a pupil misses 50% of school. This will badly affect their learning.

If a pupil becomes severely absent, we will need to explore things further. This may involve completing the EBSNA toolkit and seeking advice and guidance from the EBSNA team and/or Attendance team at the local authority. We will seek to work with in partnership with parents to support the child. We may also make referrals to other appropriate services such as CAHMS and Family Support.

If parents have concerns about their child's reluctance to attend school, they can contact the school office and ask for an appointment or phone call with Ms Gregory.

Legal Sanctions

In Buckinghamshire and in line with national statutory guidance, schools and relevant partners will take a support-first approach to improving attendance. Legal intervention will only be considered when support has been offered, has not been engaged with, has not been successful, or where support would not have been appropriate in the circumstances of the offence

Penalty notices are intended to prevent the need for court action and will only be used where it is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with *or would not have been appropriate in the circumstances of the offence (for example an unauthorised holiday in term time).*

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered. Penalty notices can be used by all schools where the pupil's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence.

A penalty notice can be issued to **each parent** liable for the offence or offences.

The circumstances that penalty notices may be Issued include:

- irregular school attendance
- parentally-condoned absences
- unauthorised holidays in term-time

- being in a public place during the first five days of an exclusion
- persistent late arrival at school

Headteachers are unable to agree leave of absence during term time unless they are satisfied that there are exceptional circumstances. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable, and short". And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time.

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.
- Parents and Carers can find up-to-date information on Buckinghamshire Council's policies and procedures on their website.

Where support and intervention has not improved attendance, the Headteacher will notify the Buckinghamshire Attendance Service of the irregular attendance.

The Attendance Service or school, may invite parents to attend a Parenting Contract Meeting and issue a formal warning of a Penalty Notice.

A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a Notice to Improve may be sent to give parents a final chance to engage in support.

A Notice to Improve does not need to be issued in cases where support is not appropriate and an authorised officer can choose not to use one in any case, including cases where support is appropriate, but they do not expect a Notice to Improve would have any behavioural impact (for example because the parent has already received one for a similar offence).

The Local Authority will issue the notice to improve after support (where appropriate) has been implemented and prior to a penalty notice being issued (where appropriate). The Notice to Improve should be issued with an identified improvement period of 6

weeks (60 sessions) in order to achieve sustained change. However, if unauthorised absence continues, the Local Authority will consider issuing a penalty notice after 3 weeks (30 sessions)

Working Together

Strong attendance is achieved through positive relationships between school, pupils, parents and external agencies. Tylers Green First School is committed to working collaboratively with families to ensure that every child can attend, participate and achieve their full potential.

Where attendance difficulties arise, our priority will always be to understand the reasons, provide support and work together to secure the best outcomes for children

Equality Act 2010

The school and Governors are committed to ensuring that this policy does not discriminate against any pupil with protected characteristics. We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.